

Admissions

Application Process for Associate Degree, Diploma, and Certificate Programs

To apply for admission to any location or program at North Georgia Technical College, one must:

- Submit an application for admission and a \$25 non-refundable application fee. Pay online or make checks payable to North Georgia Technical College.
- Request that an official transcript from high school including graduation date or official GED® or HiSET Scores be mailed to the Admissions Office. (All degree and diploma programs require a high school diploma or GED® or HiSET before admission.)
- Request that official transcripts from ALL technical colleges or universities attended be mailed to the Admissions Office.
- Take a placement test or submit valid SAT, PSAT, ACT, COMPASS, ASSET, or ACCUPLACER scores.

North Georgia Technical College uses the ACCUPLACER placement test to identify academic skills and needs. This test includes sections on reading comprehension, writing skills and basic math. Algebra is required for some programs. In lieu of ACCUPLACER, the SAT, PSAT or ACT scores may be used if the scores meet the college programs required minimums. Postsecondary level math and/or English with a grade of C or better may be used in lieu of the placement test. A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. Applicants who have a disability and need special testing accommodations should contact Ms. Kay Morgan, Special Populations and Retention Coordinator at 706-754-7828.

Definition of “Official” Documents

“Official” transcripts, GED® or HiSET test scores, or other required documents must be sent directly from the issuing school or agency to the Admissions Office. Many schools use electronic delivery services to send “Official” transcripts; electronic documents sent in this format are considered “Official” if sent directly to NGTC’s Admissions Office from the issuing school. If brought by the applicant in person, documents must be in an unopened envelope that has been officially sealed by the issuing school or agency. Submit applications, transcripts, and other admission documents to:

Clarkesville or Currahee Campus

Attn: Admissions Office
P.O. Box 65
Clarkesville, GA 30523
Phone: 706-754-7700
Fax: 706-754-7777

Blairsville Campus

Attn: Admissions Office
121 Meeks Avenue
Blairsville, GA 30512
Phone: 706-439-6300
Fax: 706-439-6301

Evaluating the Validity of High School Diplomas

Regulation 34 CFR 668.16 (p) requires Title IV schools to develop and follow policies and procedures to evaluate the validity of a student’s high school completion in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma. In addition to receiving an official high school transcript, North Georgia Technical College may also require additional documentation from the high school in question that confirms the validity of a student’s diploma or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). A student’s self-certification is not considered adequate proof of validity. In addition to accessing information online regarding the high school in question (such as accreditation status), North Georgia Technical College

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may also contact the respective state Department of Education in which the high school diploma was issued to determine if the secondary school is considered a recognized school by the state educational agency. Lack of accreditation does not necessarily make a high school ineligible. North Georgia Technical College maintains a list of possible known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. The list may not necessarily be 100% accurate and may not be all-inclusive due to the volume of existing schools. Furthermore, it is also understood that the list of schools in the FAFSA drop down box online also may not be all-inclusive. North Georgia Technical College makes every reasonable effort to verify the validity of questionable high school diplomas.

Eligible Applicants

Age

Any individual 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades who seeks access to quality instruction at the post-secondary level are eligible for admission. See individual program requirements.

The College may waive the 16 years of age requirement for secondary students who are participating in an articulated program of study.

Education

Required Academic Criteria

To be admitted by a Technical College, applicants must satisfy one of the six academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
 - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
 - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
 - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED® or HiSET).
3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.
4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
 - Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.

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- Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).
5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
 - A. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and
 - B. One of the following:
 - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of Technical Colleges may waive the high school diploma/high school equivalency, as described above, requirement for those secondary students or those pursuing a high school equivalency, as described above, who are otherwise eligible to enroll in a specific program of study.

Residency

The State Board of the Technical College System of Georgia recognizes three student residency categories: in-state, out-of-state, and international.

A student's legal residence shall determine the tuition rate paid by the student.

1. Students who are residents of the United States and otherwise qualify as Georgia residents shall pay tuition and fees prescribed by the State Board for in-state students.
2. Students who are residents of the United States but do not otherwise qualify as Georgia residents shall pay tuition and fees at a rate two times that charged in-state students. These students are recognized as out-of-state students.
3. Students who are residents of a country other than the United States and are studying at a Technical College shall pay tuition and fees at a rate four times that charged in-state students. These students are recognized as international students.

Dependent Students – A Dependent Student meets the Georgia Residency Requirements if his or her parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, and the student graduated from an eligible high school located in the State of Georgia; or the parent claimed the student as a dependent on the parent's most recent federal income tax return; or if a United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition, provided that the appointment was not made to avoid payment of out-of-state tuition.

Independent Students – An Independent Student meets the Georgia Residency requirements if he or she has established and maintained domicile in the State of Georgia for at least 12 consecutive months

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immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. It is presumed that no independent student shall have gained or acquired Georgia residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a domicile in the state of Georgia for purposes other than attending a TCSG college.

Retaining Georgia Residency

Dependent Students – If the parent or United States court-appointed legal guardian of a dependent student who was correctly determined to meet Georgia Residency requirements for the purposes of this procedure and the related policies, establishes domicile outside the state of Georgia, such student shall continue to retain his or her status as a Georgia Resident, for purposes of this procedure and the related policies, as long as such student remains continuously enrolled in a TCSG college.

Independent Students – If an Independent Student who was correctly determined to meet Georgia Residency requirements, for purposes of this procedure and the related policies, temporarily relocates outside the State of Georgia, but returns to the State of Georgia within 12 months, such student shall retain his or her status as a Georgia Resident, for purposes of in-state tuition.

Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia (must be issued after January 1, 2008, and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current ID issued by the State of Georgia (must be issued after January 1, 2008, and indicate residency in Georgia for twelve consecutive months prior to the first day of term).
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States.

The Technical College System of Georgia (TCSG) will accept the following:

- **Alabama:** Issued after August 1, 2000.
- **Florida:** Issued after January 1, 2010 AND have a gold star in the upper right hand corner.
- **South Carolina:** Issued after November 1, 2008.
- **Tennessee:** Issued after May 29, 2004.
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

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Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in the TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out of state, and successfully petition to have their residency changed to in-state also have to meet the verification requirement.

International Students

A student who has been granted resident alien status is considered a permanent resident of the United States, and he/she may apply for financial aid. Students with diplomas from secondary and postsecondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization. Students who are not citizens or permanent residents will pay international tuition, which is four times the in-state tuition.

Note: North Georgia Technical College does not issue the I-20 Certificate of Eligibility.

Admission Categories and Requirements

Regular Admission

Regular admission of students to a technical certificate, diploma, or degree program is contingent upon their meeting statewide and institutional admission requirements established for that specific program and proper completion of application, assessment, and program placement procedures.

Regular admission of transfer students to a diploma or degree program is contingent upon the following requirements:

- Regular admission and good standing at a regionally or nationally accredited diploma or degree-granting institution.
- Completion of the North Georgia Technical College admission process and related procedures.

Provisional Admission

Applicants who do not meet regular admission requirements may be admitted to a program on a provisional basis. The applicant must complete the admission process and related procedures. Provisionally admitted students must take required learning support courses and may be allowed to take specific program courses as long as class pre- and co-requisites are satisfied.

All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Provisional admission of students to a technical certificate, diploma, or degree program for which assessment is required is based on an evaluation of assessment scores and completion of the application, assessment, and placement procedures.

Note: Dually or Jointly enrolled students are not eligible for Provisional Admission status.

Special Admission

The special admission category is for non-credential seeking students who desire credit for a specific program course.

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The parameters for Special Admission are:

- The student must be classified as non-credential seeking at the time of entry by the Admissions Director.
- The student must adhere to the specific institutional prerequisite requirements when selecting courses.
- The student may receive credit for regular program course work that is satisfactorily completed.
- The student may apply for regular student status by completing the regular admission process including Taking the placement test.
- The student may apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- The student may not take courses requiring occupationally-based instruction while in this admit status, i.e., internships and clinical rotations.
- Special admitted students are not eligible for financial aid.
- Special admitted students are enrolled in classes on a space-available basis.

Note: A student admitted under Special Admission Status is not eligible to graduate from a certificate, diploma, or degree program.

Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
 - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- Applicants will be allowed to register for courses after course placement requirements have been met.
- Applicants are not eligible for federal financial aid until a final high school transcript has been received.

Transient Student Admission

A student in good standing at another postsecondary institution may be permitted to enroll as a transient student on a space-available basis at a technical college in order to complete work to be transferred back to the home institution. The transient student must:

- Submit an application to the host institution (NGTC), pay the non-refundable application fee, and be designated as a transient student by North Georgia Technical College for reporting purposes.
- Present a Transient Agreement Letter from the Registrar or Academic Dean of the home institution. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.
- Pay scheduled fees of the host institution.

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Transfer Admission – from previously attended postsecondary institution

- The applicant must complete the application process and related procedures.
- Students with a bachelor's degree or higher are not required to submit high school transcripts.
- Official transcripts are required from all postsecondary institutions verifying a minimum grade of "C" in all courses for which the student is seeking transfer credit to his/her program of study. Programs with competitive admissions may require a specific grade in defined courses.
- The applicant in good standing may be accepted in good standing.
- The applicant on academic warning may be accepted only on academic warning.
- The applicant on academic probation may be accepted only on academic probation.
- The applicant on academic suspension may be accepted on academic probation after a waiting period of one semester.
- In order to obtain a degree, diploma, or technical certificate of credit from North Georgia Technical College, a student must complete at least 25% of the curriculum requirements in regular credit course work while enrolled at the institution.
- **See the "Credits Earned Outside the College" section under the Registrar heading in this catalog.**

AAS-Level General Education Coursework for Diploma-Level Program Majors

Students in diploma programs who meet the test score requirements for AAS programs may choose to satisfy the diploma's general education course requirements with the corresponding AAS-level general education courses. For example, if ENGL 1010 is required for the diploma program, and the student meets the test score requirements for ENGL 1101, ENGL 1101 may be taken and will satisfy the ENGL 1010 requirement.

Dual / Joint Enrollment Programs for High School Students

High school students may attend North Georgia Technical College while also attending high school. The student may receive Carnegie unit credit from a high school and postsecondary credit hours from North Georgia Technical College for the same course. North Georgia Technical College offers different programs for high school students.

- **Dual Enrollment** - High school students in grades 9-12 can enroll at the college and receive both college and high school credit for academic and occupational courses taken through the college. Eligible students may receive Dual Enrollment funding for 30 semester hours. Credit hours that are funded with Dual Enrollment funding do not count against future HOPE Grant or Scholarship maximum hours. Students who reach the 30 credit hour Dual Enrollment Funding Cap may self-pay or use HOPE Grant/HOPE Career Grant funding if eligible. Courses funded by the Hope Grant/Hope Career Grant will count against future HOPE maximum hours.
- Students in 11th and 12th grades may enroll in, and receive Dual Enrollment funding for, approved courses that are listed on the Dual Enrollment Course Directory.
- Students in 10th grade may enroll in, and receive Dual Enrollment funding for, courses designated as Career, Technical and Agricultural Education (CTAE) on the Course Directory. Tenth grade students with a minimum SAT score of 1200 from a single test administration or a minimum ACT composite score of 26 from a single test administration may receive Dual Enrollment funding for any approved course listed on the Dual Enrollment Course Directory.
- Students in the 9th grade are not eligible for Dual Enrollment funding.

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- **Joint Enrollment** - The Joint Enrollment program is designed for secondary and adult education students who want to begin their college career but do not need or want additional high school Carnegie units or are ineligible for Dual Enrollment program funding. **Joint Enrollment students receive college credit only, and hours count against future HOPE maximum hours.**
- **High School Graduation Option B** - Students who complete 10th grade required courses (two English, Math, Science, Social Studies; one Health and PE and required tests) may enroll full-time at NGTC while completing an Associate Degree, Technical Diploma or two Technical Certificate programs in a career pathway. Once the program is complete, students may graduate with a high school diploma and a college credential. The Dual Enrollment Funding Cap described above applies to students pursuing the High School Graduation Option B path.

Dual and Joint Enrollment Process

- Dual Enrollment applicants may complete the Dual Enrollment application for admission. Joint Enrollment applicants may complete a regular application for admissions.
- Meet with high school counselor (Dual) or adult education instructor (GED® or HiSET/Joint) to obtain signed approval on the application form.
- Provide an official copy of high school transcript.
- Take the placement test or submit valid SAT, PSAT, ACT, or ACCUPLACER scores and meet or exceed state recommended scores for regular program admission.
- Submit applicable financial aid documents – Dual Enrollment funding application (Dual) or HOPE Grant (Joint).

Change of Program

A current student who is changing his/her program for the upcoming semester will be eligible to register for classes through BannerWeb during his/her designated registration period. Students are strongly advised to discuss a change of program plan with a financial aid advisor prior to submitting the application as financial aid awards may be severely impacted. The deadline for submitting a Change of Program Form is the same date as the admissions application deadline.

Audit

Students who wish to audit a course must complete an application and pay the \$25 non-refundable application fee. If not already enrolled, students are admitted as special admissions students. Students are permitted to audit a course and attend class without completing the admission process and do not receive credit for the course. Students are not permitted to change from audit to credit or credit to audit after the drop/add period at the beginning of each term. Audit students pay regular tuition and fees. Note: The student must adhere to the specific institution prerequisite requirements when selecting courses.

Learning Support

Learning support instruction is available to students of credit programs at North Georgia Technical College in the areas of reading, mathematics, and language skills. The instruction is designed to help students who need to improve skills in one or more of these areas. These courses earn institutional credit only. There are additional options for students scoring within the learning support level (See “Learning Support under Academic Affairs).

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Course Numbering

Learning support courses are numbered 0090 or 0988. Basic skills courses numbered 1000 through 1099 are certificate and diploma courses. General education courses numbered 1100 through 2999 are associate degree courses. Occupational courses may be numbered 1000 through 2999 at the certificate, diploma, or associate degree levels.

Assessment and Testing

North Georgia Technical College must utilize ACCUPLACER, the TCSG-approved assessment instrument, when evaluating students for program readiness. However, in the place of ACCUPLACER, North Georgia Technical College may accept a student's official SAT, PSAT or ACT scores if they meet the college program's required minimums. If a student's SAT, PSAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using ACCUPLACER if the student has not already started learning support classes. Postsecondary level math and/or English with a grade of "C" or better may be used in lieu of the placement test. A student possessing an Associate's degree or higher from a regionally accredited institution shall be exempted from placement requirements. North Georgia Technical College may also accept a student's official entrance score on the following validated assessment instruction if the scores meet the minimum requirements: General Education Development (GED®), on English or Math; Georgia Milestones Literature and Composition or Georgia Milestones American Literature and Composition (English admission requirement only); and HOPE GPA after completion of 10th grade of 2.6 or higher.

Prior to taking the placement test at North Georgia Technical College, prospective students must submit an application for admission and obtain an admittance ticket. The student must present an admittance ticket and a picture ID to the test proctor on the testing date. Students who do not meet minimum program entrance scores will be scheduled for the necessary learning support courses.

A student with disabilities who needs special assistance or accommodations for taking the placement test must submit a request for disability services form and appropriate documentation of disability before registering for the test.

Students who were admitted with a Provisional Admission status or those students changing programs where higher-level entrance scores are required will be allowed the opportunity to retest on the ACCUPLACER placement test. A student eligible to sit for a retest on the ACCUPLACER placement test can sit for the retest one time. If a student plans to retest in more than one area, the student must take all sections needed in one testing session. A non-refundable retest fee will be assessed. Students may contact Student Affairs at 706-754-7700 to schedule a retest on ACCUPLACER.

In order to help students study, ACCUPLACER has a FREE study app for your computer, tablet, or smartphone.

- To get the free Web-based app, visit accuplacerpractice.collegeboard.org/login
- To learn more about ACCUPLACER visit accuplacer.collegeboard.org

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Appeal Procedure for Admission Decision

To appeal an admission decision, the prospective or current student must put his/her request in writing to the Vice President for Student Affairs (VPSA). The VPSA or his/her designee will make a decision after reviewing the request and relevant documentation that was submitted during the application process. The VPSA or his/her designee will send written notification of the decision to the student within ten (10) business days. The decision from the Vice President for Student Affairs or his/her designee is final.

Readmission Procedure

Students who withdraw voluntarily or take two semesters off must complete a returning student application. Students may return on a space-available basis in the program desired.

Students who are dismissed for academic or disciplinary reasons or who voluntarily withdraw while not in good standing must make a request for reinstatement in writing to the Vice President for Student Affairs.